

1948—1952



NATIONAL
ARCHIVES OF INDIA

1948—1952

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FOR the National Archives of India, the five years after the attainment of independence by the nation, have been years both of difficulty and of opportunity. The new atmosphere gave rise to new problems and endowed old problems with new proportions; but it also bestowed on those responsible for dealing with these problems energy and enthusiasm of a hitherto unknown quality, and opened out fresh avenues of enterprise and endeavour. It is the purpose of this Quinquennial Review to furnish an adequate account both of the successes achieved and the new horizons which beckon.

Staff

Dr. S. N. Sen, who had been Director of Archives since 1939, relinquished charge on 31 October 1949, and Dr. P. Basu, Assistant Director, was appointed to officiate in his place. When Dr. Basu left on 31 March 1951 to join the Department of Archives in the United Nations Secretariat, temporary arrangements had to be made. Mr. P. N. Kirpal, Deputy Secretary, Ministry of Education, assumed charge of this Department, but within three months, on 6 June 1951, was succeeded by Mr. G. K. Chandiramani, Deputy Educational Adviser (Technical) in the Ministry of Education. Mr. Chandiramani acted as Director only for a week; on 13 June 1951 he was succeeded by Dr. (Mrs.) Bina Chatterjee, Under Secretary in the Ministry of Education. On 8 February 1952 she relinquished charge to Dr. B. A. Saletore, the present Director.

On 7 June 1951 Mr. S. Roy, Senior Superintendent, was promoted to officiate in Dr. Basu's vacancy as Assistant Director of Archives. The post of Senior Superintendent was kept in abeyance; in its place a temporary post of Assistant Director of Archives (Administration) was created and Mr. Ram Lal, retired Under Secretary in the Ministry of Education, was appointed to the post. He was succeeded on 8 February 1952 by Mr. T. S. Bhatia, Superintendent in the Ministry of Education. Mr. Bhatia returned to the Ministry on 1 September 1952, and the post remained unfilled for the rest of the year.

Mr. R. C. Gupta was appointed on 31 October 1950 as Preservation Officer [re-designated on 19 January 1952 as Assistant Director of Archives (Preservation)].

Dr. S. Gopal took charge of the newly created post of Assistant Director of Archives (Publications) on 31 July 1952.

The posts of three Archivists, Archivist (Persian Records), Librarian, and Archival Chemist were raised to gazetted status with effect from 15 December 1952.

The total strength of the establishment of the National Archives of India on 31 December 1952 was 250. Besides the eleven gazetted officers, there were twelve Assistant Archivists (Grade I), a Superintendent, an Assistant Chemist (Grade I), an Assistant Microphotographist (Grade I), twenty-four Assistant Archivists (Grade II), three Assistant Chemists (Grade II), two Assistant Microphotographists (Grade II), an Assistant Librarian, a Proof Reader, two Assistants, a Cashier, a Stenographer, twenty-four Clerks, a Foreman, two Mechanics, seventeen Preservation Assistants, four Photo Assistants, two Laboratory Assistants, a Caretaker, and 138 Class IV staff.

Accessions

No effort has been spared to make the National Archives of India the storehouse of all the official records of the Government of India, and the centre of historical research in modern Indian history. The inclusion of 'Archives' in the Union List of the Constitution of India and the demand for the establishment of a central authority that would assume control of the entire public and private archival wealth of the country¹ amply illustrate the keen desire of both the Government and the public to make this Department really a national archives. The transfer of all non-current records of the Government of India and the records of the defunct Residencies and Political Agencies goes on continuously; estrays are assiduously traced; with the assistance of the Regional Records Survey Committees, many private collections have been located and examined and important documents purchased; and, to fill gaps in the series and to facilitate comprehensive research, microfilm copies of relevant records in foreign archives are being secured. During these five years, 9,845 bundles, 384 volumes and 16 boxes of Government records, and 3,652 bundles, 33,577 volumes, 376 boxes, 151 bags, and 6,587 files of Residency records have been received². Attempts are being made to fill up the gaps in the Residency series. In 1951 a list of records transferred to the

¹ Resolution 8 of the 26th Session of Indian Historical Records Commission, *Proceedings, XXVI, Part I*, pp. 58—60.

² For details, see Appendices I and II.

DIRECTOR OF ARCHIVES

B. A. Saletore

**Assistant Director
Records & Research**
S. Roy

**Assistant Director
Preservation**
R. C. Gupta

Assistant Director Administration (*Vacant*)

**Assistant Director
Publications**
S. Gopal

**Calendering
Division** **Indexing
Division** **S.K. Saxena**
M. R. Rizawi

Editing
Division
S. C. Gupta

Photo Duplication Division N. R. R. Chari

**Preservation
Division
P. C. Majumdar**

Records Administration Division U.N. Sarkar

Superintendent
Bhawani Dass

A. N. K. Aiyange Library

**Research & Reference
Division
*Dayal Das***

H. R. C.
Division
V. C. Yoshi

Division Typing

Budget Division

Eastern States Agency on the inauguration of provincial autonomy in 1937 was secured from the Government of Bihar, and the Chief Commissioner of Manipur was requested to expedite the listing and transfer of the records of the late Manipur Agency. The dispersal list of the records of the Mysore Residency which were transferred to Mysore, Sandur and Banganapalle has also been examined. In 1949 the Government of India directed that all records of merged States should be transferred to the National Archives, and requested the Princes to give records in their private possession as gifts to this Department. But the Director of Archives suggested that, as there was shortage of storage space and a paucity of staff in this Department, it would be more convenient for these records to remain where they were, provided their integrity was maintained by the new authorities; and the Government of India issued a directive to this effect. The records upto 1921 of the British Residency in Nepal, which were lying in the Indian Embassy in Kathmandu, have been offered to and accepted by this Department, and are expected soon. In 1950 the question of repatriation of those records of the late Residencies and Political Agencies which have been transferred to the High Commissioner of the United Kingdom in India was taken up with the Government of the United Kingdom. Efforts are also being made to acquire the records of Chandernagore. In 1952 the French Government agreed to prepare a list of Chandernagore records, which might be of historical interest to India, for scrutiny by the Director of Archives.

In order to secure an estimate of the number and annual increase of the records that would be transferred to this Department in the coming years, two questionnaires³ dealing with organizational history and archival assets were circulated to the different ministries of the Government of India and their attached and subordinate offices. All have not replied and many of the answers which have been received are incomplete; but even so, the information gained has been consolidated and statistically analysed. A tentative statement regarding archival assets was placed before the Research and Publication Committee of the Indian Historical Records Commission in July 1951⁴. It is hoped, when all the replies have been received, to plan for additional storage space, to prepare a complete register of Indian official archives, and to reconstruct archive groups whose natural arrangement has been disturbed.

* Appendices III and IV.

Indian Historical Records Commission, Proceedings XXVIII, Part I, pp.37-46.

Of the manuscripts, *parwanas*, *farmans* and *sanads*, purchased either direct or through the Regional Records Survey Committees, noteworthy are a copy of the *Shahnama* of Firdausi and the *Waqai-Jang-i-Kohistan*, an eye-witness account of the British campaign in Nepal in 1814-15. Besides such purchases, many owners have either deposited their collections in this Department or made gifts of documents. Outstanding in the category of donors are Col. R. H. Phillimore, who has presented fifteen volumes of transcripts of documents in various repositories in this country and abroad bearing on the history of Indian survey and exploration, and Lt.-Col. Watson, who has given a collection of Persian, Marathi and English documents. The Madras Port Trust has also most generously presented the personal file of the great Indian mathematician, Srinivasa Ramanujam; and the Constituent Assembly of India gave a copy of the Constitution of India signed by all the members of the Constituent Assembly, a signature register of the members, the holograph copy of the poem read to the Assembly by the Chinese Ambassador in India, and four other items of historical interest. A unique collection of nearly a thousand *jagir* papers and title deeds, some of them of the 18th century, have been received from the Solicitor-General to the Government of India, and is being checked and arranged.

Film and Map Collection

To implement the decision taken in 1947 to set up in this Department a Division of Motion Pictures and Sound Recordings, the various Ministries of the Government of India were approached in 1948 to inform this Department the number of films at their disposal. But only the Ministry of Information and Broadcasting has so far replied, and in face of this lack of information, there was no further development. In 1950, however, 150 sound record reels of the debates of the Indian Constituent Assembly were received from the Ministry of Law.

It has also been planned to establish a separate Map Division, and much information as to the proper modes of preservation, classification and arrangement of maps has been secured from other archival institutions, especially the Library of Congress. But lack of funds and space have compelled postponement of the scheme. The generous offer of the Survey of India in 1949 to hand over to this Department their map collection had, therefore, perforce to be refused; but their Map Record Office at Dehra Dun was inspected, and some members of its staff were trained in this Department in the latest methods of preservation and

repair so that the maps may be well looked after till the National Archives of India would be ready to take them over.

Arrangement

With the unceasing flow of records, the Department has been fully and continuously occupied with their checking and arrangement. The records, as they are received, are checked, examined, and arranged in their proper series. Isolated proceedings have been incorporated in the main body, records divided into several artificial series have been amalgamated and consolidated, and artificial collections of documents built up from a variety of natural archive groups have been carefully analysed so as to discover the provenance of the documents concerned and to enable their restoration to the fonds to which they originally belonged. The Delhi, Calcutta and Simla series of the Legislative Department 1861-1935 and of the Home Department 1861-1921 have been amalgamated, and the following collections have been regrouped and rearranged:

Home Department Public	.	1772-1827, 1830-1834 and 1884-1891
Central Board of Revenue	.	1925-1935
Revenue Department	.	1830-1859
Home Department	.	1918-1936
Home Department Establish- ment Branch	.	1929-1940
Foreign Department Political Branch	.	1795-1807
Home Department Jail	.	1927-1939
Home Department Judicial	.	1924-1939
Home Department Political	.	1925-1936
Home Department Police	.	1934-1939

The following groups have been checked, arranged and listed:

China Papers	.	1839-1850 and 1855
Emigration Deptt Proceedings		1871-1940
Simla Hill States Agency Records	.	1936-1949
Rajputana Residency Records	.	1805-1947
Home Department Public Re- cords Diaries	.	1843-1857
Town and Dak Despatch Books		1844-1857

General Letters from Court of Directors	1755-1858
Letters from Secretary of State	1858-1859
Central Board of Revenue .	1923-1935

Foreign and Political Department

General A and B	1885-1922
General B (unprinted) . . .	1901-1923
General Secret (printed) . .	1905-1941
External A and B (unprinted) .	1908-1922
External Secret (printed) . .	1894-1912
External Secret (unprinted) . .	1928-1931
Internal A (printed)	1884-1921
Internal B Secret (printed) . .	1883-1921
Internal B (unprinted)	1890-1900
Political A (printed)	1863-1865; 1867-1868
Federation Secret (printed) . .	1935-1941
Secret E	1882-1894
Frontier Secret (printed) . .	1884-1923
Frontier Secret (unprinted) . .	1922-1931
Near East and Mid Asia (printed)	1922-1940
Near East and Mid Asia (unprinted)	1922-1941
War	1914-1918
General Deposit	1899-1931
Toshakhana (unprinted) . . .	1925-1940
Tour (unprinted)	1920-1927
Account	1922-1940
Legislative Department General	1861-1926

The following series have been checked and arranged:

Mutiny Papers

Ministry of Defence Nominal Prisoners of War Rolls . .	1805-1861; 1939-1946
Bundelkhand Residency Records	1803-1947
Central India Agency Records	1841-1947
Gwalior Residency Records . .	1801-1947
Bhopal Agency Records . .	1881-1919
Mysore Residency Records . .	1881-1949
Punjab States Residency	

Rajputana Residency Records

Mount Abu	1805-1881
Jaipur	1818-1878
Western Rajputana	1832-1873
Eastern Rajputana	1838-1944
Kherwara Superintendency . .	1826-1874

Foreign and Political Department

External A (printed)	1870-1921
External B (unprinted)	1885-1923
Political (unprinted)	1924-1931
Frontier A	1893-1930
Frontier B (unprinted)	1890-1923
Establishment B (printed)	1909-1922
Establishment (unprinted)	1912-1922; 1924-1926; 1928-1931
Military Department Proceedings	1717-1858
Public Department Records	1788-1799
External Affairs Department Proceedings	1932-1940
Central Board of Revenue	1941-1944

Descriptive lists have been prepared of the following series:

Survey of India records	1780-1890
Political Correspondence with Secretary of State	1864-1880
Legislative Department	1861-1881
Central India Agency	1818-1858
Central Board of Revenue General Branch	1923-1935
Legislative Department General Branch	1926-1928; 1935-1941
Legislative Department Pro- ceedings	1868-1887; 1919-1923; 1925-1933
Foreign and Political Depart- ment	1783-1940
Internal A	1885-1901
External B (printed)	1904-1911
Mid Asia (unprinted)	1922-1932
Frontier (printed)	1922-1928
Frontier (unprinted)	1930-1934
Secret E	1920-1923
Secret Proceedings	1763-1813
Deposit tables and proceed- ings (unprinted)	1882-1922

Political A	1866 and 1869
Political Notes	Nos. 48 to 200
Land Revenue Consultations .	1830-1843

Summary lists have been prepared of the following groups which have no lists whatever :

Public Department Proceedings	1748-1859
Foreign and Political Depart- ment	1809-1922
Home Department Public Original Consultations .	1788-1823; 1827-1829
Bengal Original Political Consultations	1832-1843
Sambalpur Papers	1849-1859

A handlist has been prepared of Persian letters of 1804 and 1805, and work is in progress on the correspondence of 1806. An abstract list of the archival contents of the Department is also being prepared.

Care of Records

There is, in all, 73,920 foot run of shelves in the record rooms of this Department; but even this has been found inadequate. To increase the net storage space and to obviate, for the time being, the necessity of building a new stack room, it was decided to provide adjustable cantilever steel shelves. A contract was entered into with the Kem Engineering Works for this purpose, and work was almost completed by the end of 1952. The shelves are dusted regularly by hand and with vacuum cleaners; in May 1952 special cleaning of the shelves was begun; and by the end of the year, 1952 shelves had been so cleaned. Nearly 2,000 volumes have been treated with insecticide paper which has been developed in this Department; and every year nearly one ton of naphthalene bricks is distributed over the shelves to guard against insect pests. Carton boxes prepared according to the directions of this Department are used to store brittle documents.

The main problem is of course the extreme variation in atmospheric conditions so largely responsible for the deterioration of documents. Thermographs regularly record the temperature and humidity in the record rooms; and Rs. 952,600 have been sanctioned for air-conditioning, which is the best and perhaps the only answer to this problem. When this scheme will materialize, a temperature of 750°F with a variation of 2°F and humidity of 50 per cent, with a variation of 2 per cent, will be maintained.

To ensure security of records, iron bars have been fitted to all windows in the record rooms and the skylights in the front portion of the building.

Some members of Class IV staff have been trained in fire-fighting by the New Delhi Fire Brigade and the Delhi Fire Staff. Fire drills are held regularly every week.

Faded Documents

Even though this Department possesses ultra-violet equipment to decipher faded writing, it has been found convenient to continue the transcription of faded and decaying documents. Select Committee Proceedings 1773 and Home Department (Revenue) Proceedings 1836-1846 have so far been type-copied.

Appraisal

All records received in this Department are carefully scrutinized to ascertain whether they are of sufficient value to justify their retention. While each document has to be judged on its merits before it can be decided whether it is important or likely to become important in future, even indirectly, as a source of information on any aspect of historical, administrative, biographical or antiquarian interest, ordinarily only receipt and issue registers and duplicate copies of printed volumes and papers are marked for destruction. After appraisal, the weeded documents are sent to the originating authority for re-examination and final decision. During these years files of the Ministries of Education, External Affairs, Home, States, and Railways, the Deputy Chief Controller of Imports and Exports, Madras, the Joint Chief Controller of Imports and Exports, Bombay, and the Export Trade Controller, Amritsar and the National Archives of India itself were scrutinized. The offices of the Deputy Accountant General, Posts and Telegraphs, the Accountant General, Central Revenues, and the Director of Audit Defence Services, were inspected; and standards of appraisal and a system of classification whereby records could be classified for retention or destruction recommended to them and, at the request of the Auditor General of India, sent to all offices under his control.

As suggested by the Research and Publication Committee at its 17th meeting in December 1950, all State Governments have been requested to furnish information regarding their methods of weeding. The answers that have been received are being examined. Advice on methods of appraisal has been furnished to the Government of Rajasthan,

Microfilm Library

The Department is also building up a microfilm library of copies of records and historical manuscripts relating to modern Indian history which are in other countries. Much information has been collected regarding the nature and location of such manuscripts and manuscript collectors, and negotiations began with repositories and individuals in the United Kingdom France, Belgium, Holland, Norway, Denmark, Portugal, Italy and the United States of America. Many have already furnished descriptive lists of the records which may be expected to be of interest to this Department; and arrangements for making copies have been concluded with the British Museum and the Guildhall Library in London, the Bodleian Library and the Codrington Library of All Souls College at Oxford, the John Rylands Library at Manchester, the City Library of Exeter, the National Library of Scotland and the Register House at Edinburgh, the National Library of Wales, the Bibliothèque Nationale at Paris, the Archives du Département de Seine-et-Oise, Versailles the Algemeen Rijksarchief at The Hague, the Riksarkivet, Oslo, the Library of Congress, the Harvard University Library, and the Cleveland Public Library at Ohio. The manuscripts of Indian interest in the possession of Professor Holden Furber have also been microfilmed. In all 469 reels covering nearly 750,000 pages of manuscript have been received⁵.

149 reels of microfilm copies of Parliamentary Papers of Indian interest for the period 1801-1907 have also been purchased from His Majesty's Stationery Office in London.

Reference Service

Whenever the non-current files of Government offices in the custody of this Department are required by their parent organizations, they are readily supplied, but a careful watch is kept over the movement of papers, and if not soon restored, periodic reminders are sent. In 1948, 17,550 files were supplied to the various ministries and offices of the Government of India and 15,371 were returned. The corresponding figures for later years are: 1949: 23,707 and 14,924; 1950: 21,675 and 31,066; 1951: 16,866 and 44,877; and 1952: 15,145 and 37,489. Consolidated reminder lists were drawn up and despatched to the Ministries of Works, Housing and Supply, External Affairs, Agriculture, and Finance, and to the office of the Director General of Health Services.

As after the partition of the country there was no Government of India directory available, and since this Department found it very necessary to have the latest information of the names, titles, designations and head-quarters of all officers of the Government of India, information was collected from the various authorities and arranged as a pamphlet for ready reference.

The Department itself also undertakes to cull information from the records for Government agencies and, on payment of a fee, for private institutions and individuals as well. There were a total number of 53 enquiries in 1948, 88 in 1949, 68 in 1950, 75 in 1951 and 104 in 1952.

Research

Every assistance is also given to research scholars working on their own among the records, which are freely accessible upto 1901. Records after that date are also made available with the consent of the Ministry concerned. The scholars are provided with bibliographies and other reference media, guided in locating and verifying records and generally assisted in their work. The excerpts they make from the documents are, however, scrutinized before release. In 1948, 51 students were permitted to consult the records, and 10,323 pages of transcripts released. The corresponding figures for the later years are 79 and 6,500, 50 and 5,500, 48 and 14,111, and 44 and 10,370.

Library

The Library of the Department is an impressive and pleasing adjunct of the Research Room. Much is being done to secure a comprehensive collection of printed works pertaining to modern Indian history. The total number of books and periodicals acquired in these years were 769 in 1948, 1,145 in 1949, 2,150 in 1950, 2,355 in 1951 and 1,894 in 1952. Apart from purchases, the Library has also secured many valuable books and journals by way of gift or exchange. In 1951 it received two magnificent gifts, the Catalogue of Manuscripts in Bibliothèque Nationale, Paris, in 35 volumes, and the Catalogue of Manuscripts in La Bibliothèque Royale de Bruxelles, in 13 volumes. Other generous donors have been UNESCO, the Bulgarian Bibliographical Institute, the Oxford University Press and the British Information Services. In accordance with Resolution IX of the Indian Historical Records Commission held in 1942, all Universities in India have been requested to send copies of their relevant publications to this Department, and many of them have complied. The collection of books,

totalling nearly 1400, in the late British Residency in Hyderabad, have also been transferred to this office. All books proscribed by law in the various States of India are sent here. Some of these might prove to be of interest in days to come to investigators working on the growth of public opinion. Catalogues of publications registered in the different States are regularly received in the Department. Apart from selecting books for acquisition, the Department has also compiled statistics of book production in India for the years 1937—1950.

The Department took advantage of the offer of the Government of India Press to bind some books in 1948. But the greater part of this work has been done in the Department itself. The whole Library has been refitted with new adjustable shelves. All the books are being classified and catalogued according to the Dewey Decimal Classification system, and card indexes of authors and books have been placed in cabinets in the Research Room. There is also an inter-library loan service. Every possible assistance by way of reference media is given to research students working at the National Archives of India, and to individuals and institutions in and outside India. The Library also supplies information whenever needed by the various Ministries of the Government of India.

In addition, the Library serves as a distribution centre, in India of some foreign publications, and in foreign countries of some Indian publications. Thus, volumes of the Hakluyt Society are distributed to chosen institutions in this country, and the Journal of the Royal Asiatic Society of Bengal is sent to selected agencies in the United Kingdom. In 1950, copies of F. J. Monahan's *Early History of Bengal* were distributed, according to the wishes of Mrs. Monahan, to fifty universities and learned societies in India.

Preservation

The scientific preservation of records has, during these five years, occupied its deservedly prominent place in the activities of the National Archives of India. The proper preservation of records is the foremost duty of an archives repository. In the modern age there are perhaps few problems of repair, rehabilitation and storage which cannot be satisfactorily solved. But such solutions require a vast outlay on elaborate machinery; and in countries like India they also entail detailed research and an adaptation of the experience of fellow

archivists in other parts of the world to meet the peculiar conditions of tropical countries like ours. That the National Archives of India is the largest repository of archives in Asia carries with it its own disadvantages. It is doubtful whether any other repository in the world is faced with the same problems on the same scale. But the unique nature of the difficulties also lends an element of uniqueness to the results which have been achieved.

Equipment

One of the indispensable preliminaries in this direction was the installation of the latest equipment. In 1948 a steam platen laminating machine was imported from the United States of America. It is a large flat-bed press, weighing 8,787 tons, and capable of laminating documents upto the size of 32"×24". Rs. 10,000 were spent on the purchase for the Research Laboratory of a pH meter for measuring the acidity of paper, a thickness tester, a tensile testing machine (Schopper type), a TMI trimmer, a Merchant calculating machine, an electric muffle furnace, a photomicrographic camera and a Leica camera for copying work. To these were added the next year a bursting tester, pettifoggers (humidifiers), a laminating hydraulic press pump motor and starter, an electric boiler, and a transformer and panels. A vacuum fumigation chamber with a capacity of 300 cubic feet was also imported and steps taken to install it. The New Delhi Municipal Committee sanctioned to this Department an electric load of 72 k.w. and laid down a new proper size feeder to carry the current. while the Central Public Works Department began the work of laying the foundation for the hydraulic press, building humidification and boiler rooms, erecting water storage tanks, and laying water pipe lines. But as the Chief Inspector of Explosives was not in favour of the use of ethylene oxide gas from the gas cylinders for vacuum fumigation, it was not till April 1951 that this plant could be put into operation. There were also acquired in 1949, at a cost of Rs. 37,000, a Microfile Recordak Model 'C' Camera with an oscillating book cradle, a Microfile Recordak Model 'D' Camera, a Recordak portable projector, a Recordak Library Film Reader, a Speed Graphic camera with a flash synchroniser, a Packo economy drier, Packo washers, a Recordak enlarger, an Omega enlarger, a Leica camera with accessories, a spiral processing outfit, measuring and splicing machines, film rewinders, Timolite foot switches and signallers, a dry mounting press, a Depue-positive printer, and three 45 gallon stainless steel storage tanks.

600 rolls of raw film and cellulose acetate foil were imported from the United States, while microfilming equipment worth Rs. 10,000 was received from the Director General of Disposal in India. In 1951 a rotary ironer was acquired for flattening large documents; and an air-cleaning unit, which, along with the fumigation chamber, began to operate from March 1951. The laminating press, however, remained inactive for want of steam.

Repair and Rehabilitation

With such modern equipment at its disposal, there has naturally been a vast development both in the volume and in the nature of the repair and rehabilitation of documents. Flattening, half-margin repair, repair with chiffon and with tissue, and even the laborious process of inlaying have all been carried out as required by the circumstances in each case. The actual numbers were in 1948, 167,878 sheets; in 1949, 197,469; in 1950, 143,635; in 1951, 94,011; and in 1952, 248,322. Two maps were reconditioned and mounted in 1948; the corresponding figures were 44 in 1949, 6 in 1950, 189 in 1951 and 26 in 1952. Special repairs have also been undertaken. Palm-leaf manuscripts have been successfully separated and inked, and engraved writing on them renovated with graphite powder. The Government of Jammu and Kashmir sent to this Department for repair the famous Gilgit manuscripts, discovered by Sir Aurel Stein in 1931, and reported to be the oldest in India. These 1468 manuscripts on birch-bark were in an advanced state of decay, and their repair presented a formidable and unprecedented problem. Many foreign experts were consulted but none had any experience relevant to this case. Finally, a slight modification of the process of repair with chiffon suggested by Dr. H. J. Plenderleith of the British Museum was found helpful; and though this process is a very slow one, the manuscripts were renovated in this manner. Among other Kashmir manuscripts were some which were clay-coated, and these were repaired with tissue paper and cellulose acetate adhesive. Another process developed in this Department was the repair of Persian manuscripts written with water soluble ink; but as the ordinary flour paste could not be used, tissue paper and plastic adhesive were employed.

Binding

As most of the menders of this Department opted for Pakistan, and as there was in 1948 a great scarcity of binding materials, the work of this section suffered a serious set-back. In 1948, 456

volumes were bound and 40,037 pages guarded and gathered, according to the standard practice, prior to binding. 9,762 volumes were dressed with a leather preservative mixture to increase their durability and strength. In 1949 the cutting machines of the Government of India Press were out of order and the Department, in the absence of a board cutting machine, was compelled to use a wood-cutting saw to cut to size the mill-boards used in binding. This, along with the need to impart training to the new recruits, greatly hindered progress, and only 374 volumes were bound; but 61,306 sheets were gathered and guarded, and 13,366 volumes treated with the leather preservative mixture. Only in 1950 was the yearly target of 500 volumes passed; 593 volumes were bound, 123,763 sheets guarded and gathered, and the leather preservative mixture applied to 16,743 volumes. The purchase of an electric guillotine machine in 1951 greatly facilitated the binding of large volumes of Proceedings for which hard mill-boards are used; in that year 507 volumes and 1 birch-bark Codex volume were bound, 279,993 sheets guarded and gathered, and 20,196 volumes dressed with the leather preservative mixture. The corresponding figures for 1952 were 689, 118,317 and 10,286.

Fumigation

The process of vault fumigation of records with thymol and paradichlorobenzene was employed in this Department till March 1951, when it was replaced by the vacuum fumigation plant, operated with carboxide mixture. This has meant a large increase in the number of records so treated, the figures being the following:—1948, 3,550 large bundles; 1949, 2,865 volumes and bundles; 1950, 2,476 volumes; 1951, 17,592 volumes and bundles of records; and 1952, 3,476 bundles, 920 volumes and 816 files. In 1948 a number of volumes were found infested with *gastrellus indicus* and steps taken to cleanse them. In 1949 a hundred volumes were fumigated as an experiment with killoptera, a mixture of ethylene dichloride and carbon tetrachloride. Though this was found to be more effective, it could not be carried out on a large scale due to lack of space and, at that time, of proper fumigation vaults. With the installation of the air-cleaning unit, 16,456 volumes and 901 bundles of records were air-cleaned in 1951; and 3,471 bundles, 920 volumes and 816 files in 1952.

Microfilming and Photoduplication

With the completion of the microfilm processing laboratory in 1948 and the purchase of most of the requisite equipment in

1949, the work of microfilming and photoduplication has made considerable progress. 1,318 exposures of negative microfilm were made and 979 prints enlarged in 1948; the corresponding figures for 1949 were 2,955 and 1,689, and for 1950, 22,550 and 1,469. In that year a positive printer and a glazing machine were also secured, and the output in 1951 rose to 178,726 negative exposures, 1,160 feet of positive microfilm and 1,161 enlarged prints; and in 1952, 173,628 negative exposures, 2,265 feet of positive microfilm and 1,555 prints. Certain records in the custody of the Department have, *ex abundanti cautela*, been microfilmed. These include the Home Department Public Proceedings (1748-1859) and Original Public Consultations (1761-1778), the Foreign Proceedings of the Foreign and Political Department (1784-1842), the Original Political Consultations of Bengal (1834-43), the Sambalpur Papers (1849-59), the Bhutan, Sikkim and Tibet Papers of the Foreign Department (1845-59), and the Records of the Survey of India (1874-1899). Microfilm copies of valuable records in the possession of other repositories and individuals are also being secured. Outstanding examples of this are copies of the Sanskrit manuscripts in the personal possession of the Maharaja of Kashmir and of certain records of the Hyderabad Government. In addition, the facilities available in this Department for microfilming and photoduplication are being utilized by a wide circle of scholars and institutions throughout the world. Microfilm copies of the China Papers (1839-50 and 1855) in this Department have been supplied to the National Library at Peiping, and copies of some manuscripts of Dr. Rabindranath Tagore to the Embassy of the United States of America. Certain scientific articles have been microfilmed at the request of UNESCO for distribution among scientists abroad. The Government of Jammu and Kashmir have been supplied with microfilm copies of the Gilgit Manuscripts. Other experimental efforts of this Department during the period under review were the production of a microcard, a coloured reel of illustrations, and coloured photomicrographs on 35 mm. Kodachrome.

Research Laboratory

But the major experiments are carried out in the Research Laboratory, where the knowledge, experience and advice of scientists throughout the world are utilized for solving indigenous problems; and the results are made available to other institutions in India which are faced with the same problems. As can be expected, most of these investigations are spread over a period of years. In response to various enquiries, repair materials of

local manufacture, commercial insecticides, and fire proof paints have been tested and approved or condemned as the case may be. It has, for instance, been found that the gammoxane smoke generator No. 2 had a definitely injurious effect on paper; and the Royal Asiatic Society of Bengal was advised accordingly. The repair of palm-leaf manuscripts was studied carefully and lamination with tracing paper discarded in favour of repair with cellulose acetate with poly-vinyl acetate as an adhesive. A solution of glycerine and rectified spirit was found satisfactory for cleansing palm-leaf manuscripts. The process suggested by Dr. Plenderleith for the rehabilitation of birch-bark manuscripts was, as we have already noticed, successfully modified, and a suitable varnish that dissolves cellulose acetate foils for this form of lamination and that does not evaporate too rapidly has been prepared. The possibility of application of synthetic adhesive materials to strengthen the manuscripts and stop further disintegration was also investigated but proved of little avail. As some of the manuscripts were coated with clay, apparently to utilize the gypsum as a filler for porous cellulose fibres, in place of the ordinary adhesives which would dissolve the coating and with it the writing on the manuscripts, a plastic adhesive was developed. An enquiry from Poona regarding the preservation of pencil writing of Mahatma Gandhi led to investigations for a varnish made of ingredients easily available in India which could be used as a protective coating. A suggestion that a light coat of skimmed milk would serve the purpose was examined; and it was found that, besides being easily washed away, it renders the paper more prone to the attacks of micro-organisms. Instead a cellulose acetate lacquer varnish has been evolved. Besides preservation of pencil writings, this has also been found highly successful in the protection of writing with water soluble inks; after the documents have been so coated, they have been repaired with chiffon or tissue and dextrine paste. The legibility has not been impaired and the repairs are expected, on the basis of accelerated aging tests, to prove more lasting.

In response to the suggestion of the Local Records Sub-Committee of the Indian Historical Records Commission that this Department should make specific recommendations to the Government of India regarding the types of paper and inks to be used in its various agencies, samples of paper and inks now in use were secured from the Central Stationery Office and analyzed, and a report on the permanence standards for papers and inks recommended for records has been submitted, with details of the composition and quality of the material which is now being used.

The stains caused on photographs by a varnish composed of mercuric chloride, phenol and methylated spirit which is sprayed over them as a safeguard against insect attacks have also been investigated; and it has been found that the stains, if fresh, can be removed by washing the photographs in a bath of methylated spirit. Faded photo-images have also been restored by bleaching the prints in a bath of mercuric chloride and re-developing them with ammonia or other solutions commonly used for developing photographs.

Research has also been carried out on the effect of sunlight on archives and books. Since ultra-violet rays which are harmful to paper can be filtered out by glass panes of appropriate colours, the absorption spectra of pieces of glass painted in different colours were obtained and their wave-lengths discovered. It was found that painted glass was no substitute for tinted ground glass, and the result was communicated to the Library of the Indian Parliament, where it had been proposed to utilize painted glass for this purpose.

But perhaps the greatest problem facing record offices in this country is that of humidity control. As air-conditioning is, because of its financial implications, well nigh impossible to introduce in most institutions, efforts are being made to devise other means of controlling the relative humidity of a large storage space. As no other Record Office in the world had been faced with this problem of controlling humidity on a fairly large scale in a hot, damp climate, no experience could be borrowed from abroad. Experiments with chemical solutions are still in progress.

Technical Service

Thus, the work undertaken in these sections dealing with the preservation of documents serves the needs not only of this Department but of all other institutions throughout the country which require such guidance and attention. During these five years there was no Ministry of the Government of India, State Government, or academic institution which had not sought the assistance of this Department; and none sought it in vain. A pamphlet on the Repair and Preservation of Records has been prepared and is supplied to all who ask for it. Government Offices in Delhi confronted with difficulties in the proper maintenance of records have been visited by experts of this Department, and personal attention given on the spot. Even foreign institutions like, for example, the Library of the University of Michigan have referred certain problems to this Department.

Publications

Various schemes to publish selected records in the custody of the National Archives are being implemented. It was decided as long back as 1942 to publish in twenty-one volumes the correspondence between the Board at Fort William and the Court of Directors at East India House during the years 1748 to 1800. Typescripts of the documents were supplied to chosen scholars, who were to act as Honorary Editors and furnish an Introduction, Glossary, and Notes to the letters; the volumes would then be published by the Department. Volume V, dealing with the correspondence in the Home Department from 1767 to 1769 (Honorary Editor—Dr. N. K. Sinha) was published in 1949, and was received favourably by the interested public. Volume I (Home Department, 1748-1756; Honorary Editor—Dr. K. K. Datta) was sent to the Government of India Press in September 1952. Volume II (Home Department, 1757-1759; Honorary Editor—Dr. H. N. Sinha); Volume IV (Home Department, 1764-1766; Honorary Editor—the late Professor C. S. Srinivasachari); Volume VI (Home Department, 1770-1772; Honorary Editor—Professor Bisheshwar Prasad); and Volume XVII (Secret, Foreign & Political Departments, 1792-1795; Honorary Editor—Professor Y. J. Taraporewala) were received in this Department from the Editors in 1949; Volume XIII (Home Department Legislative, 1796-1800; Honorary Editor—Dr. P. C. Gupta) was received in May 1951; Volume IX (Home Department, 1782-1785; Honorary Editor—Professor B. A. Saleto); and Volume XVI (Secret & Separate Departments, 1787-1791; Honorary Editor—Professor S. H. Askari) were received in 1952. All these volumes are being prepared in this Department for the press. Professor J. C. Taluqdar, the Honorary Editor of Volume XIV (Secret & Select Committee, 1752-1781) died in June 1952, leaving his work unfinished, and this volume will be edited in this Department. Assistance is being provided to Honorary Editors who are still at work in furnishing annotations and checking references.

There is also a scheme whereby the Department itself edits and publishes selections of English records. In 1949 was published *The Indian Travels of Thevenot and Careri*. The accounts of both these travellers were already available in early English versions; but a comparison with the French and Italian texts revealed many omissions and inaccuracies. And though such accounts cannot strictly be classed as records, it was felt that, considering their value as source material for the social and economic history of India in the seventeenth century, the publication of revised versions would be well worth-while. It has also

been decided to publish the correspondence of Major James Browne, who was sent by Warren Hastings on an embassy to Shah Alam in 1782. As there were gaps in the records of this Department, the Commonwealth Relations Office (late the India Office) was approached for copies of the missing letters, and these were received in 1949. Thereafter the work of editing was again taken up; and in this connection the *Munshiat-i-Husaini*, a manuscript in the Patna Oriental Library containing Browne's letters to North Indian chiefs, has been translated. Typescripts of 171 minutes of Sir John Shore (1793-1798) have also been prepared; but owing to shortage of staff, its editing has not yet been started.

Universities and academic institutions are also associated with the publication of records in this Department. The records are placed at the disposal of the institution concerned which selects an editor and bears the expenses of publication. A selection of Bengali letters (1779-1820) entitled *Prachin Bangala Patra Sankalan* was published by the Calcutta University in 1942. A volume of *Sanskrit Documents* (1778-1854) was published in September 1951 by the Ganganath Jha Research Institute at Allahabad. The Bharata Itihasa Samshodhaka Mandala at Poona has undertaken to publish a volume of Marathi letters (1779-1820); and the Allahabad University has been entrusted with a selection of Hindi letters (1787-1820). Efforts are also being made to interest other institutions in the letters in Persian, Tamil, Kannada and other oriental languages in this Department.

As for selections from English records, the Annamalai University published *Selections from the Orme Manuscripts* in 1952, and the Sikh History Society at Amritsar published the *Punjab Akhbars* (1839-1841). The Nagpur University Historical Society undertook in 1948 the publication of the Elphinstone Correspondence (1804-1808) and reported in 1952 that the work had been sent to the press. Other selections for which the Department has been endeavouring to secure sponsors are the Ochterlony Papers (1818-1825) and News Letters (1839-1842).

In connection with the Silver Jubilee Session of the Indian Historical Records Commission in 1948 the Department published the *Indian Historical Records Commission: A Retrospect 1919-1948* giving a general survey of the constitution and activities of the Commission as well as of the work of the National Archives of India, with which the Commission is closely associated.

At the request of the Ministry of Education, a preliminary survey with a view to publication of the Educational Records of the Government of India (1860-1880) was carried out, and a report submitted.

The Indian Archives

Since 1947 this Department has been publishing a journal, *The Indian Archives*. Originally a quarterly, in 1950 it was converted into a biennial publication. Its purpose is to stimulate interest in and impart information about the science of archive-keeping and other allied subjects among individuals and institutions dealing with records and historical manuscripts. During the six years of its existence, the journal has aroused archives consciousness in India, advised archivists and custodians of manuscript collections in the latest methods of care and preservation of records, and given publicity to the progressive archival policy of the Government of India and the activities of the National Archives and the State Record Offices. The only archival journal in Asia, and the second to be published in the English language, it has received universal recognition as one of the leading journals on archival science. Many of its contributors belong to foreign countries and include Sir Hilary Jenkinson, Sir Harold Bell, Sir Cyril Flower, Rev. Claude Jenkins, Prof. C. H. Philips, M. Charles Samaran, M. Jean Filliozat, Signor Eugenio Casanova, Dr. Wayne C. Grover, Dr. Solon J. Buck, Prof. Holden Furber, Dr. Lester K. Born, Dr. Ernst Posner and Dr. Arthur E. Kimberly. The journal has a wide circulation both in this country and abroad.

The Journal is managed by an Editorial Board with the Director of Archives as Chief Editor. In 1947 the Board was constituted with Dr. J. C. M. Gardner, Forest Entomologist, Indian Forest Research Institute, Dehra Dun, Dr. J. N. Mukherji, Director, Imperial Institute of Agricultural Research, Pusa, New Delhi, Dr. G. L. Chopra, Keeper of the Records of the Government of the Punjab and Dr. S. R. Ranganathan of the University of Benares and now of the University of Delhi, as members. In 1948 Dr. Gardner retired and his place was taken by Dr. N. C. Chatterji, who had also succeeded him as Forest Entomologist at Dehra Dun. Mr. S. Chakravorti, Archival Chemist, National Archives of India, was appointed Managing Editor. Dr. Chatterji died in 1950 and in April 1951 the Board was reconstituted with Dr. Surendra Nath Sen, retired Director of Archives, as a member. At the same time the post of Managing Editor was abolished.

Calendaring

The Department has been preparing and publishing calendars of the Persian letters which passed between some of the servants of the East India Company and Indian rulers and notables in the eighteenth century. The letters are calendared and edited with necessary notes. Seven volumes covering the period from 1759 to 1787, had already been published by 1948, and had proved of great use to students of British Indian history. Volume VIII (1788-1789) and Volume IX (1790-1791) were sent to the press, but have not yet been published. Meanwhile, work has been begun on Volumes X (1792-1793), XI (1794-1795) and XII (1796-1797). Although in 1947 most members of the Department engaged on calendaring had opted for Pakistan and a new team had to be trained in this work, the work in this direction has been encouraging. Besides calendaring, the section has also assisted in checking and docketing the Mutiny Papers and in handlisting Persian letters, examined Persian manuscripts offered for sale to this Department, undertaken search cases pertaining to Persian documents and examined for release excerpts from Persian records made by research scholars.

Indexing

The Department has also decided to publish indexes to the records upto 1859 so as to enable research students to secure a ready reference to the contents of the documents. Printed indexes of the records after 1859 already exist in the Department. Record indexes, of course, have to be more elaborate in scale and style than indexes to printed material, and the work demands accuracy, great attention to detail, a highly specialized technical knowledge, familiarity with other contemporary sources, and careful identification of a large number of personal and place names. Two volumes of Indexes to Land Revenue Records 1830-59 had already been published; and the Index to the records of the Foreign and Political Department 1756-1780 is now being compiled. This involves a scrutiny of about 55,000 pages of manuscript, and is estimated to comprise about 36,000 index entries. The work is necessarily slow, but by the end of 1952 it neared completion. All the entries have been prepared and are now being carefully checked and revised.

Training in Archive-Keeping

This Department has long borne in mind the importance and the necessity of imparting training in the scientific methods of archive-keeping to those willing and qualified to receive it.

State Governments and Ministries of the Government of India have to retain a mass of current records; the Union Ministries have also a considerable number of old records which the National Archives of India is at present unable to receive for lack of storage space; and all non-official institutions have their own archives. In fact, the categories of record-creating agencies are never exhausted; and a proper maintenance of records from the start will prevent heavy expenditure and trouble at a later stage and, in extreme cases, even irremediable loss. While the advice given by the Preservation Division of this Department in this connection is of much value, the ideal solution is the entrusting of all archives, wherever they may be, to trained personnel; and in this country the National Archives of India is the only institution which has the wherewithal in skill and equipment to impart such a training. As early as 1942 the Government of India had made arrangements in the then Imperial Record Department for training a limited number of students; and after the war a regular scheme was drawn up. In 1946 three courses were started, lasting for two years, one year, and six months respectively. The two years course covered Preservation, Archives Administration, Library Administration, Calendaring and Indexing; and though the minimum qualification was a graduate degree, ordinarily only those holding an M.A. degree in History were admitted. The one year course, also open to graduates, covered only two subjects of the candidate's choice; but if Library Administration were selected, then Preservation was compulsory. The six months course in methods of Preservation was meant primarily for menders, record attendants and those deputed by State Governments, Universities and academic institutions; but Science graduates were preferred. No fees were levied for any of the courses; and two stipends of a hundred rupees per month were sanctioned by the Government of India for the two best students of the year. Diplomas were given to all successful candidates. All the courses were very popular but admissions were restricted, both because of the shortage of staff in this Department and because of the difficulty with which all trainees would be faced of securing accommodation in Delhi. In 1948 only 13 were selected out of a hundred applicants for the two years course and in 1949, 6 out of sixty. Five students completed their training in 1948, and 7 in 1949; in the following years there were no successful candidates. Two students were awarded the diploma after completing the one year course in 1949, one in 1950, one in 1951, and 4 in 1952. The six months course was successfully completed by five candidates during these years.

But the deficiencies of these schemes of training gradually revealed themselves. Apart from the strain imposed on the staff by the multiplicity of courses, it was realized that Librarianship should not form a part of a course in Archive-keeping. The principles of Librarianship and Archive-keeping are fundamentally different. It was also clear that there was a certain danger in granting preference to graduates in Science for any of these courses. Preservation is only one of the duties of an archivist, and should not become over specialized; while no amount of specialized training in archives administration can make up for deficient knowledge of History gained in a scientific way. So in May 1952 the two years and the six months courses were abolished, and the syllabus of the one year course was modified in consonance with the latest developments in archive-keeping and with a greater emphasis on practical training. The subjects covered are Archives Administration, Preservation, Calendaring and Indexing. Only graduates are admitted and preference is given to those holding an M.A. or Honours degree in History, and especially those who have studied modern Indian History. Two stipends of Rs. 125 per month are awarded on the basis of a written examination to the two best candidates. Examinations are also held at the completion of the course and successful candidates are awarded diplomas by the Government of India. The first course was begun on 1 October 1952, and 7 candidates were admitted. Meanwhile, in January 1952 a three months course was started, to be held twice during the year, from January to March and July to September, and restricted to officials of the Union and State Governments. For this course Matriculation is the minimum qualification, and certificates are issued to the trainees on the completion of the course. Nine candidates successfully completed this short course begun in January 1952, and eighteen the course held from July to September.⁶

Indian Historical Records Commission

The Indian Historical Records Commission, "a permanent body of expert advisers" established in March 1919, was reconstituted in 1947 in consonance with the political and constitutional changes in the country. Its activities were now confined to the new State of India but eminent foreign scholars and archivists were associated with it as corresponding members. Appointed for five years, the terms of all the members expired on 31 March 1952, and the occasion was utilized to modify the constitution of

* For the syllabuses for the two training courses, see Appendix VI.

the body. The members of its adjunct body, the Research and Publication Committee, are no longer mere associate members of the Commission but ordinary members with the same status and privileges as the members of the main body. On these lines the Commission was reconstituted by the end of 1952.⁷ The Commission meets once every year. Some members and research students read articles on unpublished documents dealing with modern Indian history or on archival science, and interesting discussions take place. Thereafter the Commission devotes its attention to the various aspects of preservation and administration of archives in India and makes suggestions for the consideration of the Government of India. Both the proceedings of the Commission and the papers read are regularly published.

As the Commission did not meet in December 1947, there were two sessions in 1948. The twenty-fourth annual session was held at Jaipur on February 1948. The meetings were presided over, in the absence of Maulana Abul Kalam Azad, Minister for Education, Government of India and *ex-officio* President of the Commission, by Dr. S. S. Bhatnagar, Educational Adviser to the Government of India. The Commission recommended the sanction of the necessary staff and accommodation to the National Archives of India for housing the machinery that had recently been purchased, the appointment of a committee to advise the Director of Archives regarding the disbursement of funds to learned societies for the preservation of documents, the grant of honoraria to editors of oriental records, and the increase of stipends to trainees in Archive-keeping.

The twenty-fifth (silver jubilee) session held in Delhi in December 1948 was an eventful one. It was inaugurated by the Prime Minister of India and presided over by Maulana Abul Kalam Azad. Members from Burma, Nepal and Ceylon attended; and many foreign archivists, though unable to be present, sent articles and messages. The Commission resolved, among other things, that the Government of India should take over the management and control of the Mackenzie manuscripts, the Tanjore Raj records and the Dutch and Danish records in the custody of the Governments of Madras and West Bengal, prepare a catalogue of portraits and paintings of historical interest in the possession of Governments, private persons and institutions both in India and abroad, and list and index the late Residency records which had been transferred to the National Archives of India.

* For list of members see Appendix VII.

But it was at Cuttack the next year that the Commission made far-reaching recommendations. Besides urging the expansion of the National Archives, the air-conditioning of the muniment rooms, and the establishment of a Map Division, it desired the Government of India to take up immediately, as a work of national importance, the compilation of a National Register of Records, and to enact legislation defining archives and establishing a central archival authority empowered to determine archival principles and procedures, favoured reclamation of the late Residency records which had been transferred to the High Commissioner of the United Kingdom, drew attention to the necessity of organizing the archives in Universities and learned and scientific societies in India, and suggested the inclusion of the study of archives as a part of the syllabus for the M.A. degree in History in all Universities.

In 1950 the Commission which met at Nagpur reviewed and approved the steps taken by the Government of India in developing the National Archives, and suggested the appointment of a small staff to undertake an experimental survey in Delhi and the East Punjab States for the proposed compilation of a National Register of Records. The Commission also considered the question of the recognition of archive-keeping as a regular and separate work by the Central and State Governments, the appointment to records repositories only of those holding diplomas in the subject, and the enforcement of the established usage that no records should in future be removed from any locality even though it passed into the hands of a foreign power. This last recommendation arose out of the action taken by the French Government in transferring records from Chandernagore to Pondicherry. The next year at Jaipur the Commission reviewed the progress of the development programme of the National Archives and considered it satisfactory, suggested that though it may not be possible to establish a map division immediately, the maps in the National Archives should be listed, and requested the State Governments to recognize the Regional Records Survey Committees as competent bodies to advise them on all matters relating to records.

The Commission, with a jurisdiction covering the whole country, maintains contacts with its counterparts in foreign lands. It is an institutional member of the International Council on Archives, and will be represented at the International Congress of 1953 by its Secretary, who in 1952 was nominated by the Government of India in his individual capacity as a member of the Programme Committee. The Commission is also associated

through its Secretary with the Indian National Commission for UNESCO, the Indian Standards Institution, and the Central Advisory Board of Archaeology.

Research and Publication Committee

In 1942, to relieve the Commission of some of its work, was set up the Research and Publication Committee, meeting twice a year. The Educational Adviser to the Government of India is the *ex-officio* Chairman, and the Director of Archives the Secretary. In 1948, besides reviewing the progress of the publication programme of the National Archives of India it recommended, among other things, the preparation of a five year plan for the Regional Records Survey Committees, the transfer of all the original writings of Mahatma Gandhi to the National Archives, the compilation of a history of the Indian freedom movement, the grant of access to research students to all confidential Government records upto 1902, the reconstitution of the Local Records Sub-Committee, the preservation of all non-current official records under an unified central control, the centralisation at State headquarters of all divisional, district and sub-divisional records, the acquisition of microfilm copies of all records of Indian interest in foreign countries, and the publication by the Commission of historical manuscripts discovered by the Regional Records Survey Committees and of any other information that might be of interest to research scholars. The recommendations made in 1949 included the exemption of microfilm copies of official documents from payment of customs duties, the transfer to the National Archives of manuscripts in the custody of museums or the Department of Archaeology, the safe custody and preservation of the records of the late Indian States, and the appointment of a sub-committee to inspect the Tanjore Raj records. In 1950 the Committee, besides reiterating many of the resolutions of the Commission, suggested that the National Archives should entrust its publications to private presses, that steps should be taken to preserve Zamindari records, that State Governments should establish Record Offices, that Railway Act IX of 1890 should be amended to ensure safe transit of records, and that uniform rules for the weeding of records should be introduced throughout India. In 1951 the Committee laid emphasis on preservation: a conference should be convened of representatives of various Ministries and their offices to discuss the methods of preservation of records, and the National Archives should prepare a pamphlet explaining modern methods of preservation. The next year the Committee invited

State Governments to formulate an integrated plan for publication of records and to implement it in stages. The Government of Portuguese India were also requested to publish records of Indian interest in their custody.

The Director of Archives, who is the permanent Secretary of both the Indian Historical Records Commission and the Research and Publication Committee, forwards their resolutions to the authorities concerned and takes note of the action taken. As would already have been gathered from the earlier sections of this Report, most of the suggestions are in the process of implementation. The National Archives of India is being steadily expanded, and its publication programme expedited. Both the air-conditioning of the record rooms and the establishment of a map division are projects that have been accepted in principle by the Government of India. A sub-committee appointed for the purpose inspected the Tanjore Raj records and the Mackenzie collection, and its recommendations have been forwarded to the Government of India. Meanwhile, the Government of Madras has agreed to open a mending section in the Oriental Manuscripts Library for the repair of the Mackenzie papers, to prepare microfilm copies of such damaged records as cannot be repaired quickly, and to print the catalogues of the Dutch and Danish records in their custody. Negotiations have been begun with the Government of the United Kingdom for the transfer of Residency records in their possession, but of which, unfortunately, they possess no list. The French Government have submitted a list of Chandernagore records, and the possibility of microfilming them is under consideration. The Inter-University Board has circulated the suggestion that archives be included in the curriculum for the M.A. degree, and has circulated it to all Universities. The writing of an authentic history of the Indian Freedom Movement is being sponsored by the Government of India. In most States all records upto 1902 have been thrown open to scholars. The Local Records Sub-Committee was reconstituted in 1951 to include representatives of the Ministries of Defence, Finance, Home, External Affairs and Works, Housing and Supply; a nominee of the Ministry of States was included in 1952. Among the fresh recommendations of this Sub-Committee were one to establish scientifically organized record rooms in each Ministry and office and to entrust them to trained personnel and another to authorize the Director of Archives to inspect records of the Central Government in the custody of Ministries. Both these suggestions have gained acceptance, and the Ministries of

External Affairs and Food and Agriculture have decided to depute some members of their staff for training in this Department. Most State Governments have agreed to take steps to preserve the records of abolished Zamindaries; several State Governments have taken steps to centralize district records; and the State of Jammu and Kashmir has decided to follow the example of most other States and to establish a properly equipped Records Office. The Governments of Madras, Bombay, East Punjab and Hyderabad have already begun to implement publication programmes, while the Governments of Madhya Bharat, Mysore, Pepsu and West Bengal propose soon to do so.

As regards the compilation of a National Register of Records and manuscripts, a committee of five experts met in 1948 and recommended a grant of Rs. 2,85,000 spread over five years for this purpose; and the Government of India, while recognising the necessity of such a Register if irreplaceable documents were not to be lost, has deferred action. The need for archival legislation has also been accepted, and the inclusion of archives in the Union List in the Constitution makes possible uniform and centralized management. In 1948, in response to a request from the Government of India, the Secretary of the Commission submitted a draft Bill to establish control of historical records and documents in public or private possession. The principles of archival legislation were also discussed, and it was felt that archival legislation could be plural: one statute could define archives and declare the categories of records which were of national importance, while a second and later statute could lay down the precise procedure and machinery of control. But such bills have not yet been introduced into Parliament.

Regional Records Survey Committees

Though no action was taken on the compilation of a National Register of Records, most states have established permanent Regional Records Survey Committees and recognised them as competent expert bodies. The Committees have begun general surveys of their respective areas. They seek to secure proper preservation of documents kept in their area, to discover historical manuscripts and to purchase those of importance. In 1948, the Government of India made a grant of Rs. 15,000 to these Committees; the sum was reduced the next year to Rs. 8,500, and distributed only among *ad hoc* Committees. In 1951 the money was distributed among the Bihar, Delhi and Madhya Pradesh Committees; and in 1952 only Rs. 1,000 was provided for the

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purpose. There are now permanent committees in Madras, Uttar Pradesh, West Bengal, East Punjab, Hyderabad, Pepsu, Mysore, Madhya Bharat, Travancore-Cochin, Ajmer and Bhopal, while Bombay has established a Board of Historical Records and Ancient Monuments. In Madras all collectors and *zamin* officers have been asked to prepare fresh lists of records in their custody, and steps have been taken to preserve family papers and records of commercial firms and academic and religious institutions. A wealth of new knowledge regarding the early days of the East India Company's rule has been obtained, as expected, in West Bengal from the private papers of the Nawabs of Murshidabad, the Jagat Seths and other leading families. The Board in Bombay has set up four regional sub-committees while the Hyderabad Committee has acquired the magnificent collection of Rajendra Papers from the Rani of Gangakhed and is making efforts to secure the valuable papers of the Salar Jung estate. Of the important manuscripts purchased by the other Committees mention may be made of the correspondence between Hastings and his great Indian friend Beneram Pundit discovered in Madhya Pradesh, the Persian letters from Sir Thomas Metcalfe to Emperor Bahadur Shah of Delhi, and the *Kharitas* of English officers to Maharaja Man Singh of Jodhpur⁸.

Inspection

The Director of Archives in the normal course of his duties is expected to inspect once every three years the records of the Government of India in the custody of State Governments and to aid and advise these Governments on their request. Thus in 1948 he inspected the Central Government records in the custody of the West Bengal Government and submitted a report to the Government of India: and the next year he visited Bombay for a similar purpose. But in 1950 it was decided that no useful purpose would be served by such visits until the location and ascertained. So all State Governments were asked to furnish this information, and on the basis of their replies a country-wide programme of inspection was drawn up. The first stage of this programme was completed in 1952, when the Director inspected nature of the records and the names of the custodians had been the Central Government records in the custody of the Governments of Madhya Pradesh and Hyderabad.

The Sub-Committee appointed by the Government of India in pursuance of Resolution I of the Research and Publication

⁸ For more detailed accounts of the activities of these Regional Records Survey Committees, see their published Annual Reports.

Committee at its fifteenth meeting inspected in November 1950 the Tanjore Raj records at Tanjore, the Mackenzie Collection at the Madras Oriental Manuscripts Library, and other Central Government records in the custody of the Madras Government. The recommendations of the Sub-Committee have been forwarded for necessary action to the Government of India.

In 1948, the Director of Archives visited the library of the Royal Asiatic Society of Bengal, and forwarded a report to the Government of India on the proper methods of preserving their manuscript collections and the financial implications. He also scrutinized the plans of the Society to expand its establishment and suggested certain changes.

The same year the Director of Archives also inspected the library of H.H. the Maharaja of Kashmir. The collection was later flown to New Delhi and placed in the National Archives where necessary repairs have been carried out and steps taken for its proper maintenance.

In 1948 the Archival Chemist inspected the rare books in the National Library at Calcutta and suggested methods for their repair and preservation.

In 1949 at the special request of the Government of Orissa, the Director inspected and reported on the record room of the Board of Revenue at Cuttack and, on the instructions of the Government of India, inspected the Record Office at Bhopal.

In December 1952 the Director of Archives inspected the records in the custody of the Ministry of Defence.

Public Relations

It has been a constant and important function of this Department to educate the general public in the significance of archives, and no possible avenue or medium of approach has been neglected. The regular publication of *The Indian Archives*, the wide circulation of the pamphlet on preservation of records, and the publication of the proceedings of each session of the Indian Historical Records Commission have all served this end; and further efforts were made to interest the layman by arranging broadcast talks from the various regional centres of All India Radio, distributing from 1951 monthly bulletins on the activities of the National Archives of India, and securing through the co-operation of the Press Information Bureau, wide

publicity to outstanding events in the Indian archival world. At the venue of each session of the Commission, moreover, an exhibition of historical documents and other items of archival interest is arranged, and it has always drawn a large number of visitors. The Department also sent in 1952 copies of twenty documents of social, administrative and cultural interest to India House in London for an exhibition on the Republic Day; and is supplying copies of relevant documents to the Indian Railways Centenary Exhibition to be held in New Delhi early in 1953.

Conclusion

This is the record of a stewardship of the manner in which responsibilities have been carried out during the last five years and of the way in which it is hoped they will be performed in the years to come. Reminiscent of the past, the *Report* is also suggestive of the future, and while recounting the work done lays as much emphasis on the progress yet to be achieved. The work of this Department is, in a sense, Sisyphean. Already one of the largest and most important archives collections in the world, the records in this Department in December 1952 amounted to nearly nine million documents and eighty thousand volumes, and are, as can be expected, continuously increasing; and the preservation and management of these records according to accepted archival principles and techniques involve endless and detailed labour. Besides, a great mass of manuscript evidence that lies scattered throughout the country is being sifted in an effort to salvage every item of historical value. But if the task is vast, it is also rewarding. For any new contributions to our knowledge of modern history can only be made by studying the relevant archives; and it is this Department that provides the wherewithal for such advances in knowledge. Here we keep history in trust.

APPENDIX I

 ACCESSION OF GOVERNMENT OF INDIA RECORDS
 IN THE NATIONAL ARCHIVES OF INDIA
 1948-1952

Ministry	Years	Bundles	Volumes
1948			
Agriculture	1945	9	..
Commerce (M. II Branch) . .	1936-39	4	..
Director General Health Services			
I.M.S. Personal	1942	30	..
M.A.R.P	1939-46	7	..
C.M.P. (L) Personal	1939-46	5	..
Public Health	1943-44	25	..
Stores Indent	1944	10	..
I.M.D. (P. III)	1927-45	45	..
General	1944	7	..
Medical	1942-44	22	..
Personnel (P.I)	1944-45	23	..
Education (E)	1943-44	3	..
Finance	1926-40	63	..
Health	1941	..	2
Home Affairs	1941-42	23	..
Do	1922-42	..	118
Indian Council of Agricultural Research	1943-44	45	24
Railways	1936-39	222	..
Transport (Ports & Lighting Branch)	1935	3	..
1949			
Agriculture	1943-46	45	..
Imperial Council of Agricultural Research	1929-45	40	..
Commerce	1872-1936	72	..
Education	1945-46	20	..
Finance	1940	20	40
Health	1926-46	18	2
Director General Health Services	1918, 1922, 1940-45	135	..

Railways 1940-42 212 ..

States

Late Foreign and Political Department (Delhi) . .	1863-1898	450	50
Secret I (Delhi) . . .	1882-1899	36	..
Delhi	1881-1894	137	..
Late Foreign and Political Department (Simla)	2296	..
Transport	1903-37	13	..

1950

Agriculture	1945-48	127	8
Director General Health Services	1942-48	146	..
Education	1942-47	59	..
External Affairs B Proceedings	1932-40	221	..
Finance	1941-42	61	..
Health	1943-47	56	..
Home Affairs	1926-40, 1942	46	..
Madras Record Office (Dutch Records)	1657-1826	..	15
Railways	1943	71	..
States	1900-47	4642	..

1951

Agriculture (Crops, Com- modities and Fisheries) . .	1946-48	58	..
Central Board of Revenue . .	1941-46	154	..
Director General Health Services
Resettlement	1947-48	24	..
Medical	1946-48	15	..
Personal	1947	7	..
Education	1940-47	60	..
Home Affairs	1942-45	27	..
Health	1946-47	22	..
States	Post 1932	9	..
Defence (Calcutta)	16 boxes

1952

Mint Master Calcutta . .	1792-1863	100	..
Revenue Survey . .	1844-49	25	..

APPENDIX II

ACCESSION OF LATE RESIDENCY RECORDS IN THE NATIONAL ARCHIVES OF INDIA, 1948-1952.

Residency or Agency	Years	Bundles	Volumes	Bags	Boxes	Files
<i>1948</i>						
Bundelkhand Agency .	1824-79	28
Baghelkhand Agency .	1845-79	12
Hyderabad Residency .	1659-1879	1	1022
Madras States Residency .	1672-1941	210	315
Punjab States Residency .	1849-90	33
Rajputana Agency .	1821-80	86	683
<i>1949</i>						
Central India Agency .	1831-1902	529	1127
Chief Commissioner Coorg .	1834-1939	..	4
Hyderabad Residency .	1881-1948	99	38
Kashmir Residency .	1891-1949	11	7
Mysore Residency .	1881-1949	1144	493
Punjab Hill States Agency .	1922-47	119
Rajputana Agency .	1853-1944	50	37
Western and Eastern Kathiawar Agencies .	1804-1925	..	445

		37
1950	Central India Agency	
	Eastern States Agency	
	Hyderabad Residency	
	Kashmir Residency	
	Kolhapur and Deccan States Agency	
	Madras States Residency	
	Mysore Residency	
	Rajputana Agency	
	Rampur Residency	
	Western India and Eastern Gujarat States Agency	
		267
	1881-1919	35
	1892-1949	32
	1885-1947	40
	1944-49	9
	1935-49	337
	1847-79	2
	1881-1948	543
	1821-1946	476
	1936-49	615
		2
		151
		28250
		1879-81
		2
		1951
	Baroda Residency	
	Punjab States Residency	
	Central India Agency	
	Bundelkhand Agency	
	Hyderabad Residency	
	Central India Agency	
	Western India Kathiawar Agency	
		10
	1839-1942	10
	1937-47	275
	1862-1947	32
	1862-1947	342
	1862-1947	6
	1861-1930	150
	1861-1930	20
		2
		1952
	Eastern States Agency	
	Central India States Agency	
	Chhattisgarh States and Eastern States Agencies	
		1948-50
		1822-1912
		5,000
		8
		1,242

APPENDIX III

FORM FOR SUPPLY OF INFORMATION REGARDING ORGANISATIONAL CHANGES IN THE ADMINISTRATIVE DEPARTMENTS OF THE GOVERNMENT OF INDIA [PART (A) OF RESOLUTION II OF RESEARCH AND PUBLICATION COMMITTEE MEETING, MARCH 1947]

[Circulated by the Ministry of Education, Government of India (under their forwarding memo. no. F. 92-32/48-EI, dated 4 August 1948) to all the Ministries of the Government of India.]

1. Name of the Department.
2. (a) The Administrative Department to which it is attached or subordinate with the date on which it came under its control.
 (b) The names of the Departments under whose control it may have been at one time or another with the dates and locations of these Departments.
3. The date of the formation of the Department with an account of the circumstances under which it was constituted (please quote the relevant Government orders).
4. Its existing administrative sub-divisions (explaining the principle of sub-divisions, if any). The dates on which (1) each sub-division came into existence and (2) came under the control of the Department.
5. (a) Has the Department under it any sub-division or branch which once formed part of any other Department? If so, give the names of the branches, with the names of the controlling Departments, and dates on which they have been transferred.
 (b) What part of the records relating to (and/or belonging to) the transferred branches has been taken over by the inheriting agency (with inclusive dates).
 (c) Whereabouts of the remaining part of the records.
6. Has any sub-division or branch which once formed part of the Department since (1) ceased to exist or (2) been incorporated with any other Department? If so, give dates in each case and indicate how the records relating to these sub-divisions have been disposed of. In case of transfer give the inclusive dates, and bulk (in volumes, bundles, packages, etc.) of the records involved, the name of the agency taking the transfer and the date of transfer (quoting relevant orders, if possible)

7. The current procedure in disposal of business. The date when it was adopted. Any other procedure which may have been followed in the Department.

8. What is the current filing technique and the procedure followed in grouping and numbering of files. Is grouping made according to (1) subject; (2) function; or (3) the branch dealing with the files; or (4) any other method? Give a list of headings of all the different series, classes or groups of current files. When was the present system introduced? (Quote the order introducing the method.)

9. Was any other filing method ever in use in the Department?

10. Does the Department maintain any register of receipts, issues, recorded or unrecorded files? Describe the principle of registration.

11. What is the procedure followed in weeding? When was the present procedure introduced?

APPENDIX IV

QUESTIONNAIRE CIRCULATED BY THE MINISTRY OF EDUCATION, GOVERNMENT OF INDIA, UNDER THEIR FORWARDING MEMO. NO. F.92-33/48-A.2, DATED 21/23 AUGUST 1948 TO ALL THE MINISTRIES OF THE GOVERNMENT OF INDIA REGARDING THE RECORDS IN THE CUSTODY OF THE ADMINISTRATIVE DEPARTMENTS OF THE GOVERNMENT OF INDIA AND THEIR ATTACHED AND SUBORDINATE OFFICES.

1. What is the date of the formation of the.....?
2. (i) What are its present functions?* (ii) Are any of them derived from any other agency and if so, is that agency now defunct or has simply changed its functions?
3. (i) Did it ever have any function other than those described under 2 above and if so please state them with dates. (ii) Please give also the name of the agency or agencies with official address to which these functions may have been transferred?
4. (i) What is the name of the Secretariat Department having the present Administrative control of.....?
 - (ii) Please give the name/names of any other Department/Departments under whose control it may have been before the introduction of the present arrangement. (Give dates).
5. What administrative re-organisation has it undergone since its establishment?†
6. Please give the name and location of building or buildings it now occupies?
7. What other buildings it may have occupied with dates of occupancy thereof?
8. What records are preserved in the..... or any Department or Branch of it or elsewhere? Please give the official address and description of the repository or Branch repositories.‡
9. (i) What portion of the records relate to the present functions of the?
 - (ii) Has it in its custody any records relating to such of its functions as it may have given up or may have transferred to any other agency or agencies? If not, in whose custody they are now?
10. Has.....in its custody any records other than those originated by it? If so please give a list of the records stating how it came to acquire them.
11. Is there any strong-room or muniment-room or other fireproof receptacle for the records in the.....?
 - (a) In what part of the building are the records placed?

(b) What arrangements are made for the custody of the records out of office hours and for the protection of the building from fire?

(c) (i) Is the repository free from damp? (ii) Has any record been kept of the variation in temperature and humidity inside the repository?

(d) What precautions are taken to avoid injury to records from the bursting of automatic sprinklers, or water pipes if any in the record room?

(e) What arrangements are made for affording the records protection against dust and insectal and fungal attacks?

12. How are the records arranged in the repository?

1. Are they placed on (1) shelves, (2) in packing boxes, (3) in sacks or (4) on the floor?

2. What portion of the records is bound and what portion unbound?

3. (i) What is the average size of the bound volumes?

(ii) Are they kept on shelves horizontally one upon another or vertically?

4. (a) Are unbound documents folded or flattened?

(b) Has each document been provided with shell covers?

(c) Are they kept between protective boards or are they kept in bundles tied with strings without no other protection whatsoever?

(d) Are the bundles kept on the shelves vertically one on another or horizontally?

5. Are the records arranged in their respective series and numbered throughout?

6. Is there a numbered list of the Records or any Index or descriptive catalogue or any other finding aid?

13. Is there any definite system of Registration of official papers received at and disposed from the.....?

(a) What is this system and when was it initiated?

(b) Are there any papers issued or received that are not registered? If so, what is their general nature?

(c) What percentage of registered papers are periodically destroyed?

(d) Is it often found that papers required for official reference have been so destroyed?

(e) Is a complete series of Register preserved? What are their inclusive dates?

14. Are the records in a good state of preservation?

15. Are there any brittle records in the collection? Are they repaired and if so, what materials are used in repairing, and what methods of repair are adopted?

16. (a) What rules are followed in the disposing of the valueless records? Are these rules followed in all the branch offices or agencies under the control of.....?

(b) Please state if a description or specimens of the papers weeded are preserved.

(c) How are the condemned papers dealt with?

17. Have any of the records been published to your knowledge?

18. Are the records preserved in.....or any Branch of it under the charge of a Special Officer? By whom is the official appointed and what are his special qualifications for the post? What is his official title and status? What are his official duties and under what supervision are they exercised? What is the total strength and cost of the records establishments?

19. Have the.....received any application from a research student for consulting its records? In cases such applications are considered favourable what are the conditions required of the applications?

20. Have any requisitions been received from other Departments in respect of the records in the.....'s custody? Are any records transmitted elsewhere for official use?

21. Has the Department any class of records that are constantly required in connection with transaction of current business? (Please give inclusive dates.)

* Q 2 i) Please furnish a list of items of works done in the _____ at present.

† Q 5 i) Please give a brief organisational history of the _____ since its inception.

ii) Please give the names of the attached, subordinate, regional or branch offices (if any) under the administrative control of the _____ with their dates of inception.

‡ Q 8 Please state the nature and classes of records in the custody of the _____. The nature of the records in whatever form—files pamphlets, manuscripts, rolls, plans, maps etc. may be stated. The information may be supplied in the following form:

Serial No.	Class of records	Description	Inclusive dates	Remarks
<i>Bulk</i>				(State if the series is complete or incomplete)
i) No. of bound vols.,				
ii) No. of bundles,				
iii) No. of files (approx.)				

Please also state.

i) total shelf-space occupied by all the records in the custody of the—(in running ft.-approx.)

ii) annual increase in records (in running ft.-approx.).

APPENDIX V

MICROFILM ACQUISITIONS OF THE NATIONAL ARCHIVES OF INDIA 1948-1952

1. United Kingdom

British Museum

Documents of Indian interest catalogued
in Additional MSS. 1854-1920, and
Egerton MSS. 1854-1920; and those
in Sloane MSS., Stowe MSS.,
Harleian MSS., Lansdowne MSS.
and Cotton MSS. ... 182 reels

Guildhall Library

MSS. on East India Trade 1688-1824 ... 2 reels

Bodleian Library

Documents of Indian interest in MSS.
English letters, MSS. English history,
MSS. Bodleian, MSS. Douce,
MSS. Casaubon, MSS. Mill, MSS.
Bradley, MSS. Hodgson, MSS.
North, MSS. Arch. Seld and MSS.
Maps ... 37 reels

Codrington Library, All Souls College

Documents of Indian interest in Add.
MSS. Ashmole, MSS. Rawlinson,
MSS. Janner, MSS. English History 4 reels

John Rylands Library

Documents of Indian interest in East India
Company papers 1600-1859, Craw-
ford MSS., Phillips MSS.,
Miscellany 1700-1800, Melville
Papers, Ashton and Sons Papers,
Pitt Papers, Bagshaw Papers, W. E.
Rawlinson Papers, William Hibbert
Papers ... 29 reels

Exeter City Library

Robert Palk MSS. ... 2 reels

National Library of Scotland

Melville Papers and other documents of
Indian interest ... 18 reels

Register House, Edinburgh

Duncan Campbell Papers ... 7 reels

National Library of Wales

Sir Harford Jones Brydges Papers, Sir William Jones manuscripts, John Hawkins Papers on India trade Rhual MSS., Tredegar Park MSS., and Kentchruch Court documents 1787-1810 ... 2 reels

II. France

Bibliothèque Nationale

Some Indian items in the Nouvelles Acquisitions series ... 6 reels

Archives du Department de Seine-et-Oise Dupleix Papers ... 1 reel

III. The Netherlands

Algemeen Rijksarchief at The Hague

Records of the Dutch East India Company 1614-1693 ... 144 reels

IV. Norway

Riksarkivet, Oslo

Records of Indian interest 1776-1804 ... 5 reels

V. United States of America.

Library of Congress

Letters from the Governors of Bengal ... 3 reels

Harvard University Library

Melville Papers ... 1 reel

Cleveland Public Library, Ohio

Documents of Indian interest in Abercromby collection, Smith letter books, and other archive groups ... 22 reels

Professor Holden Furber's private collection, Melville Papers ... 4 reels

APPENDIX VI

SCHEDULE OF COURSES

Diploma in one year's course

(a) Archives Administration	...	4 months
(b) Preservation	...	4 months
(c) Calendaring & Indexing	...	4 months (two months each)

The major subjects under the above heads would be as under:

(a) *Archives Administration*

- (1) Accession—reception and moral defence.
- (2) Servicing—the archivist and administration.
- (3) Editing and Publishing.
- (4) Duties towards the archives of the future—archives making, filing technique—control of over-production of documents.
- (5) Weeding of records.
- (6) Classification—public, private and semi-public archives, Central and local archives, business and institutional archives, active and dead archives, current and non-current files.

(b) *Preservation*

- (1) Methods of repairs, rehabilitation and storage will be laid on the practical work. Mechanical processes of repair, cleaning, fumigation, and photoduplication will be touched upon in broad outlines.
- (2) Maintenance of records.
- (3) Enemies of Records—Precaution against white ants, Insecticides, etc.
- (4) Storage.

(c) *Calendaring and Indexing*(1) *Calendaring*

- (i) Principles, descriptive cataloguing, precis writing and calendaring—different methods of calendaring, collation and establishment of the texts, elimination of non-essential elements, identification of names, compilation of topographical, biographical and historical notes, use of typographi-

cal conventions, preparation of introduction and special explanatory notes, chronology and conversion of dates.

(ii) Practical training.

(2) Indexing

(i) General principles of indexing—indexing of records, arrangements, main entries and sub-entries, chronological, alphabetical and subject-grouping of sub-entries, punctuation and spacing, typographical conventions, treatment of personal and place names, subject indexing, pitfalls in indexing, editing.

(ii) Practical training.

SYLLABUS FOR SPECIAL SHORT COURSE FOR THREE MONTHS

(a) Archives Administration	1 month
(b) Preservation of Archives	2 months

(a) Archives Administration

(i) *Theoretical*

- (1) Definition, evolution and classification of Archives.
- (2) Problems of custody and administration.
- (3) The duties of an Archivist.

(ii) *Practical*

- (1) Accessioning of records
- (2) Checking
- (3) Listing (Lists of records, Register of Lists)
- (4) Arrangements (Series, Groups, etc.)
- (5) Labelling, bundling, etc.
- (6) Supply of requisition
- (7) Restoration
- (8) Reminder for outstanding papers
- (9) Weeding.

(b) Preservation of Archives

(i) *Theoretical*

- (1) Causes of deterioration of records
- (2) Maintenance of records
- (3) Repair of records

(ii) *Practical*

- (1) Cleaning of records and stack area
- (2) Stitching
- (3) Flattening
- (4) Minor repairs
- (5) Repair with Japanese tissue and chiffon
- (6) Inlaying
- (7) Mounting
- (8) Repair of maps and charts
- (9) Binding
- (10) Application of Leather Preservative Mixture
- (11) Preparation of dextrine paste
- (12) Fumigation.

APPENDIX VII
GOVERNMENT OF INDIA
MINISTRY OF EDUCATION

No. F. 92-8/52-A. 2

New Delhi 2, dated the 13 January, 1953

NOTIFICATION

INDIAN HISTORICAL RECORDS COMMISSION

In pursuance of the Government of India, Ministry of Education Resolution No. F. 92-8/52-A. 2, dated the 25th June, 1952 regarding the constitution of the Indian Historical Records Commission, the following are appointed as Ordinary and Corresponding members of the Indian Historical Records Commission and as members of the Research and Publication Committee of the Commission:—

(A) *Ordinary members of the Indian Historical Records Commission: Five members nominated by the Government of India in their individual capacity.*

(1) Dr. R. C. Majumdar, M.A., Ph.D., 4, Bepin Pal Road, P. O. Kalighat, Calcutta.

(2) Professor M. Mujeeb, Vice-Chancellor, Jamia Millia Islamia, Delhi.

(3) Dr. G. S. Sardesai, Kamshet, Poona.

(4) Dr. S. N. Sen, M.A., Ph.D., D.Litt., Vice-Chancellor, University of Delhi.

(5) Dr. H. S. Pruthi, Plant Protection Advisor to the Government of India, Ministry of Food and Agriculture, New Delhi.

Nominees of State Governments

(1) Bhopal . . . Dr. M. H. R. Taimuri, Director of Archaeology & Superior Central Records Officer, Bhopal.

(2) Bombay . . . Dr. P. M. Joshi, M.A., Ph. D., Director of Archives, Government of Bombay, Secretariat Records Office, Bombay.—I.

(3) Hyderabad . . . Raja Trimbak Raj Bahadur, Director, Central Records Office, Hyderabad.

(4) Jammu & Kashmir . . . Sahib-Zada Hasan Shah, M.A., LL.B., Assistant Director, Research and Publication, Jammu and Kashmir Government, Srinagar.

(5) Madhya Bharat . . . Dr. Bool Chand, M.A., Ph.D., I.A.S., Secretary, Department of Education and Local Self Government, Government of Madhya Bharat, Gwalior.

(6) Madhya Pradesh . . Dr. H. N. Sinha, M.A., Ph.D., Principal, Nagpur Mahavidyalaya, Nagpur.

(7) Madras . . Dr. B. S. Baliga, M.A., Ph.D., (London), Curator, Madras Record Office, Madras.

(8) Mysore . . Shri J. B. Mallaradhy, I.A.S., Director of Public Instruction, Government of Mysore, New Public Offices, Bangalore.

(9) Orissa . . Shri S. C. Dey, B.A., Curator., State Archives, Government of Orissa, Bhubaneshwar.

(10) Pepsu . . Sardar Ganda Singh, M.A., Director of Archives, Government of Pepsu, Directorate of Archives and Museum, Patiala.

(11) Panjab . . Shri V. S. Suri, M.A., Keeper of Records of the Government of Punjab, Punjab Government Records Office, The Manse, Simla-E.

(12) Rajasthan . . Dr. M. L. Sharma, M.A., D. Litt., Director of Archives, Government of Rajasthan, Jaipur.

(13) Travancore-Cochin . . Shri K. P. Pillai, M.A. (Oxon), Professor of History, University College, Trivandrum.

(14) Uttar Pradesh . . Dr. G. N. Saletore, M. A., Ph. D., Keeper of Records, Central Records Office, 53, Mahatma Gandhi Marg, Allahabad.

(15) West Bengal . . Keeper of the Records, West Bengal Government, Berhampore.

(B) Corresponding Members (In India)

1. Dr. A. C. Banerjee, M.A., Ph.D., Lecturer in History, Calcutta University, 2, College Square, Calcutta.
2. Dr. K. K. Basu, M.A., Ph.D., Professor of History, T. N. J. College, Bhagalpur.
3. Dr. S. K. Bhuyan, M.P., M.A., Ph.D. (Lond.), D.Litt. (Lond.), Company Bagan Road, Uzanbazar, Gauhati, Assam.
4. Shri S. Gopalan, B.A., B.L., Honorary Secretary, Tanjore Maharaja Sherfoji's Saraswati Mahal Library, Tanjore.
5. Dr. P. C. Gupta, M.A., Ph.D. (London), Lecturer in History, Calcutta University, 125, Rashbehari Avenue, Calcutta.
6. Principal Sita Ram Kohli, M.A., P.E.S. (Retd.), 19, Model Town, Rohtak.
7. Shri Harekrushna Mahtab, M.P., 20, Queensway, New Delhi.

8. Shri T. Balakrishnan Nayar, M.A. (Mad.), M.A. (Lond.)
Chief Professor of History, Presidency College, Madras, 5.

9. Dr. A. G. Pawar, M.A., LL.B., Ph.D., Deputy Director
of Education, Bombay State, Central Buildings, Poona, I.

10. Professor V. Raghavendra Rao, M.A., Lecturer in History,
Maharaja's College, Krishnamurtipuram, Mysore.

11. Dr. Rama Rao, Lecturer in History, Nizam College, Hyderabad
(Dn).

12. Professor G. Venket Rao, Andhra University, Waltair.

13. Professor N. B. Roy, M.A., Professor of Islamic History,
Visva-Bharati University, Santiniketan, (Distt. Birbhum).

14. Professor K. A. Nilakanta Sastri, M.A., Professor of Indology,
Maharaja's College, Mysore.

15. Dr. S. P. Sen, D.Phil., Lecturer in History, 5 A, Motilal
Nehru Road, Calcutta.

16. Dr. R. R. Sethi, M.A., Ph.D., 28, Queensway, New Delhi.

17. Shri S. R. Sharma, M.A., F.R. Hist. Soc. (Lond.), F.R.A.S.
(London), Principal, D. A. V. College, Sholapur.

18. Dr. B. R. Sharma, Curator, Anoop Sanskrit Library, Bikaner,
Rajasthan.

19. Dr. Raghubir Singh, M.A., D.Litt., The Palace, Sitamau
(Madhya Bharat).

20. Dr. K. R. Qanungo, Head of the History Deptt., Lucknow
University, Lucknow.

Members of Research and Publication Committee

Representatives of State Governments

1. Ajmer	Shri R. S. Kapur, B.A. Hons. (London), Head of the History Department, Govern- ment College, Ajmer.
2. Assam	Dr. H. K. Borpujari, M.A., Ph.D. (London), Professor of History, Cotton College, Gauhati.
3. Bhopal	Dr. M. H. R. Taimuri, Director of Arch- aeology and Superior Central Records Officer, Bhopal.
4. Bihar	Dr. K. K. Datta, M.A., Ph.D. Professor of History, Patna College, Patna, 5.
5. Bombay	Dr. P. M. Joshi, M.A., Ph.D., Director of Archives, Government of Bombay, Secretariat Records Office, Bombay, I.
6. Hyderabad	Shri R. M. Joshi, Assistant Director, Central Records Office, Hyderabad.
7. Madras	Dr. B. S. Baliga, M.A., Ph.D. (London) Curator, Madras Record Office, Madras

8. Madhya Bharat	.	Dr. Bool Chand, M.A., Ph.D., I.A.S., Secretary, Department of Education and Local Self Government, Government of Madhya Bharat, Gwalior.
9. Madhya Pradesh	.	Dr. H. N. Sinha, M.A., Ph.D., Principal, Nagpur Mahavidyalaya, Nagpur.
10. Mysore	.	Shri M. V. Krishna Rao, M. A., D. Litt., Professor of History, Maharaja's College, Mysore.
11. Pepsu	.	Sardar Ganda Singh, M.A., Director of Archives, Government of Pepsu, Directorate of Archives and Museum, Patiala.
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